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Office Memorandum • United States Government

5. Absence of Chief. Clerical Induction. Mrs.	55					
SUBJECT: Week of 27 November - 3 December 1956 1. Numbers in Clerical Induction Training. During the week of 27 November there were 64 people in Clerical Induction Training. 2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 30 people for the week of 27 November. 3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 27 November were as follows: Tested Qualified Shorthand 1 2 Typewriting 7 2 1. Instructors Enrolled in Effective Speaking Course. Mrs. Instructor, Clerical Induction, are attending the Effective Speaking Course, from 3 December 1956 through 23 January 1957.	TO :	Chief, Intelligence School	ī	DATE:	lı December 1956	
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for a period of approximately two weeks.		5. Absence of Chief, Clerical Induction. Mrs. Chief, Clerical Induction, will be out of the office on sick leave				

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OTR/CT:MAH: jdm (3 December 1956)

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